

**BROKEN ARROW PUBLIC GOLF AUTHORITY MEETING MINUTES
FEBRUARY 24, 2004**

The Broken Arrow Public Golf Authority met for their regular meeting at City Hall on Tuesday, February 24, 2004, at 7:30 a.m.

1. Chairman Russell Peterson called the meeting to order at the noted time of 7:31 a.m.
2. Chairman Russell Peterson called for roll:

Present: Melissa Mahan
 Jeffery Scott
 Jack Edwards
 Mike Rampey (entered during Item 5)
 John Herndon
 Matt Brown (entered during Item 4)
 Russell Peterson

Absent: None

Staff Present: April Parnell, Assistant City Attorney
 Lynn Blevins, Director of Golf
 Scott Esmond, Director of Parks and Recreation
 Tom Cook, Accountant
 Tom Caldwell, Finance Director
 Russell Gale, Human Resource Director

3. The Authority considered approval of the minutes of the regular meeting of December 18, 2003.

Motion by Herndon, second by Mahan, to approve the regular meeting minutes of December 18, 2003 with changes as discussed.

Aye: Mahan, Scott, Edwards, Herndon, Peterson
Nay: None
Motion: Carried.

4. The Authority considered approval of the minutes of the regular meeting of January 22, 2004

Motion by Scott, second by Herndon, to approve the minutes of the regular meeting of January 22, 2004.

Aye: Mahan, Scott, Edwards, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

5. The Authority considered items from area Homeowner's Associations

Mr. Jim Killerlain, Homeowner's Association representative, mentioned that the association is planning to support the bond issue and will have 3 to 4 people attend the next bond meeting.

No action taken

6. The Authority considered approval of a Point-of-Sale software system proposal

Scott Esmond, Director of Parks and Recreation, introduced the item and provided background information. Mr. Esmond informed the Authority that the software system is being upgraded from a DOS based system to a Windows based system. He mentioned that some of the computers were not compatible with a Windows system, and that four of them have already been replaced, but a new server is needed. He commented that there is some funding available in the capital budget.

Tom Cook, City Accountant, responded that there are several printers, monitors, cash drawers and cabling that need replaced along with the server.

Lynn Blevins, Director of Golf, commented that the project will cost approximately \$20,000. The four new PC's cost roughly \$4,000, so there would be approximately \$16,000 remaining. He mentioned that there is nearly \$10,000 remaining in the capital budget. Training would be completed in one day and the new system would be implemented as soon as possible so that it would be in use during the high season.

Motion by Brown, second by Edwards to approve the Point-of-Sale software system proposal subject to the Legal Department's approval of the contract.

Aye: Mahan, Scott, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

7. The Authority considered approval of golf and merchandise discounts for the City of Broken Arrow employees.

Chairman Russell Peterson questioned whether or not this item was legal. Assistant City Attorney April Parnell responded that she cannot find any documentation that says it's not. She commented that the only hindrance is if it would be detrimental to the revenue of the golf course.

Mr. Blevins commented that he contacted other cities with similar discounts in place, and it has not been detrimental, but has increased revenue.

Mr. Killerlain suggested that it may increase revenue to offer the same program to Battle Creek Residents, to which Mr. Blevins responded that that would be a violation of the law because of tax dollars.

Mrs. Mahan remarked that Broken Arrow has the best employees of any city and they should be embraced. Plus, it will increase revenue.

Chairman Peterson questioned if city employees have ID's to show, to which Russell Gale commented that they do.

Mr. Brown noted that if employee discounts were implemented, and it turned out to be problematic, it could be changed back after 12 months.

Mr. Herndon commented that he would like to see analysis of the records to show if there is increase in rounds and revenue because of this item.

Motion by Rampey, second by Edwards, to approve the golf and merchandise discounts for the City of Broken Arrow Employees effective March 1, 2004, to be reviewed February 2005.

Aye: Mahan, Scott, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

8. The Authority considered acceptance of the maintenance of a waterfall and spillway on hole #11 after completion of construction and installation and subject to REIP approving and agreeing, at REIP's cost and expense, to constructing and installing the same.

Chairman Peterson introduced the item and Jeff Scott provided background information. The approximate cost, vegetation, landscaping, and maintenance responsibility were discussed. Mr. Scott commented that the pond is complete with the exception of some bank work and the spillway. The pond will benefit the golf course by providing aesthetic scenery and should solve the drainage problem on the 11th fairway. Once the project is complete, the Golf Authority will assume all landscaping maintenance.

Chairman Peterson reiterated that the Golf Authority would be responsible for the maintenance, mowing, and electric. He questioned who would replace the water pump if it was to fail.

Mr. Scott commented that the Golf Authority would be responsible for the replacement in the event a new pump is needed, but that he was unfamiliar with the replacement cost.

Mr. Herndon questioned if it would be better to know the cost of the pump before it was voted on. Mr. Esmond replied that a pump will cost approximately \$5,000.

Mrs. Mahan inquired as to the cost of electricity. Mr. Esmond responded that the pump could be placed on a timer to turn off from midnight until 6:00 a.m. He also explained that the average life of a pump is approximately 12 years.

Mr. Brown asked how the project would affect labor cost. Mr. Blevins commented that it would help with the labor cost.

It was mentioned that the agreement would need to be approved by the Legal Department and that Nancy Travathan should be involved in the planning for maintenance sake.

Mr. Herndon responded that he intended to vote against the project because there are still too many unknowns.

Mr. Rampey commented that regardless of the price of the pump or other variables, this is to be a gift to the golf course. Mr. Blevins mentioned that beautification is an investment plus the project is fixing up a problem area. He commented that the original agreement was for the Golf Authority to pay for part of the cost of the project, so this is actually beneficial for the Golf Authority.

Motion by Rampey, second by Brown, to accept the project subject to approval of staff and legal.

Aye: Mahan, Edwards, Rampey, Brown, Peterson
Nay: Scott, Herndon
Motion: Carried.

9. The Authority considered possible bond projects

Chairman Peterson reviewed the bond projects that went before the City Council. He mentioned that the golf course will be joined in with 5 or 6 other issues. He mentioned that the proposal requested \$1,050,000 but only \$750,000 of the proposal was passed by Council for bond projects. Mr. Peterson thanked the Homeowners Association for their involvement and letters submitted to the City Council.

No action was taken.

10. The Authority considered approval of the report from the Golf Course Superintendent

Motion by Herndon, second by Edwards, to approve the report as submitted from the Golf Course Superintendent.

Aye: Mahan, Scott, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

11. The Authority considered approval of the report from the Director of Golf.

Motion by Rampey, second by Mahan, to approve the report as submitted from the Director of Golf.

Aye: Mahan, Scott, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

12. The Authority considered approval of the financial statements for January 2004.

Motion by Brown, second by Rampey, to approve the financial statements as submitted for January 2004.

Aye: Mahan, Scott, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

13. The Authority considered approval of the Claims List for January 2004.

Motion by Brown, second by Herndon, to approve the claims list as submitted for January 2004.

Aye: Mahan, Scott, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried

14. The Authority considered other business.

There was no other business considered.

15. The Authority considered adjournment.

Motion by Scott, second by Mahan, to adjourn.

Aye: Mahan, Scott, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried